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29 MAR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
29 March 1974

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1. Recruitment: [REDACTED] recruiter, held an open (announced) visit at Vanderbilt University on 21 March. The session went extremely well with no sign of a problem. He interviewed 12 applicants, 10 of whom were in graduate school and all of whom were acceptable candidates for employment.

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[REDACTED]

3. Summer Intern Program: Of the 200 applications received for the Summer Intern Program, 53 have been accepted by various offices and are in process. Eight have already received full clearances. These 200 applicants represent 75 schools throughout the country and 35 academic majors. Seventy-five have bachelors' degrees, 93 have completed five years of college, and 32 have completed six or more years of college. In addition to the 53 new applicants in process, 11 of the 25 interns from last year are expected to be in this summer's program.

4. Co-op:

a. Thirty-five new co-ops are in process. Most of these will begin work this summer; the remainder will begin their first co-op assignment in the fall.

b. At the suggestion of the Director of Cooperative Education at Georgia Tech, the Agency Co-op Coordinator briefed Dr. Arnold Craft of the U.S. Postal Service. They are considering a co-op program at their national research center and in their regional offices which is designed to identify better methods of processing mail.

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c. OCI has forwarded its work program for minority co-ops. This and the ones from [REDACTED] OER will be used as a basis for discussions with at least two co-op coordinators from traditionally black colleges at the Southeastern Co-op Conference in Raleigh on 1 and 2 April.

5. Position Management:

a. The supergrade survey continued during the week. Initial ranking of DDI and DDO supergrade positions has been completed and a major portion of descriptions have been prepared.

b. The Office of Security survey report has been completed and is being reviewed by senior position management officers.

c. The survey of the Office of Medical Services has been completed and the report is now under review.

d. A proposal to establish a CIA Operations Staff as a separate organization apart from OCI was discussed with the Deputy Chief, Management Staff, O/DDI.

6. External Employment Assistance: Activities of the External Employment Assistance Branch continued at a busy pace. That Branch has 103 clients actively seeking employment. Forty-three new clients were added in February, a figure higher than any previous month.

7. APP: We completed initial drafts of revisions of the FY 1975 APP format.

8. Automated Data: The following tasks for implementation of Phase I of STAFFING and PERSIGN/PERSTEP were completed:

a. The initial Within-Grade Increase call-up routine was completed.

b. Arrangements were made to change the PERCON system to accept the race codes that will be used in PERSIGN so that Contract Personnel Division may begin to input race. Approximately 300 contract cases are already coded and these were converted automatically.

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c. The conversion test plan for both staff and contract records was completed and is being reviewed internally in the Office of Personnel.

9. Summer Only Program: We now have 225 summer employee clearances from Security and are well along the road in sending acceptance letters to the summer-only applicants.

10. Rehired Annuitants: During the week we approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED] -- Office of Training -- Independent Contractor -- one-year extension.

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11. EAA: Twenty-two members of the EAA Ski Club are going to Mount Treblanc near Montreal, Canada for a four-day trip starting Friday, 29 March.

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Coming Events

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1. On 4 April [REDACTED] our recruiter [REDACTED]

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[REDACTED] will address students of electronic technology at Texas Southern University (a predominantly black school). He will describe career possibilities for electronic techs in the Agency.

2. The annual Savings Bond Kick-Off Rally will be held on 4 April at the Interdepartmental Auditorium. This rally will be attended by approximately 12 Agency employees.

3. Develop a test plan for checking out transactions to update PERSIGN.

4. Complete the flow charts for processing pay adjustments.

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[REDACTED]  
Acting Director of Personnel

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